GEORGIA DEPARTMENT OF LABOR EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION RECORDS MANAGEMENT AND CONTROLS

41	7	1-11
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Application Number

APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980	FOR STATE RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed SEP 1 8 1980 76-143-A NOV 1 7 1980
Record Series Title: 76-143 CETA Trainee Payment Files	Person to Contact:
Item number to be amended: Item 16 on old form Item 10b on new form (3/80	Telephone No. 656-3040
Reads as follows: "no" on confidentiality of records	• • • • • • • • • • • • • • • • • • • •
Amended to read: "yes" on confidentiality of recor	ds
(a Cide 59-637(1)	
Reason for change: Public service employee records to inspection; all other personal records include made "available to the public to the same degration available about its employees." George therefore make all except PSE employment second authority: Federal Register, July 20, 1979; 29. Division Director/Designee:	ree that it makes such infor- gia State Merit System regulations ords confidential
Records Management Officer (RM&C): 4/30/30 M	Date
ESA Director:	Date
State Auditor/Designee:	Date 10- 70-96
Secreta Voi State/Designee:	Date 10-27-80 Date 1/-12-80
	ESA-143 (3/80)

GEORGIA DEPARTMENT OF LABOR EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION **RECORDS MANAGEMENT AND CONTROLS**

Application Number

76-143

APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date:

July 23, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE Date Received Application No. **Date Completed**

JUL 2 4 1980 76-143-A

Record Series Title: Comprehensive, Employment Training

Act (CETA) Trainee Payment Files

federal audit questions.

Person to Contact: W. F. Reynolds

Item number to be amended:

24 and 25

656-3074 Telephone No.

Reads as follows:

Require files to be kept 4 years; administrative decision. Item 11

Gut off file at end of F.Y. hold in current file area 1 year or until Item 12 federal or state audit is completed, whichever is later; then transfer to State Records Center; hold 3 years, then destroy.

Amended to read:

Item 11: Federal Retention Instructions, Prime Sponsor Instruction No. 80-025

Records Created on or Before 30 Sept. 1978: Destroy 30 September 1983. Item 12: Do not destroy until all audit questions are resolved. Records Created on or After | October 1978: Cut off files at end of each fiscal year; hold in current files area ! year; then transfer to State Records Center; hold 4 years; then destroy upon resolution of

Reason for change:

Reference: 41 CFR 29-70.203b-1 and CETA Forms Preparation Handbook, Chapter VI, Item 3.A Para 676.35 Federal Register Vol. 45 No. 99 May 20, 1980.

AUTHORITY: Division Director/Designee:	Date 7/)/8
Records Management Officer (RMGC): MCDOO WILLYN	Date 4/21/80
ESA Director: Walting with	Date
State Auditor/Designee:	Date 8/27/-80
Secreta State/Designee: Carrolly Hart	Date 8-26-80
Attorney General/Designee:	Date_ 8. 24. 8d

OF GEORGIA	Application for RECORDS DISPOSITION STANDARD	DEPARTMENT OF ARCHIVES & HISTORY PROOFES MADAGEMENT DIVISION	PAGE 1
: '' / 1 / ''	instructions See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Resords Management Officer.		. Date Completed
Georgia Department o Unemployment Insuran Special Programs Pay Atlanta, Georgia 303	nce Division mont Unit - Rm 367 State Office Bldg.	5 Working Tivie	Tel Ro
7.ACTION REQUESTED	and an analysis of the state of	Supervisor	656-3074
ESTABLISH DIS RECORD WILL C	SPOSITION STANDARD; DISP	OSE OF PRESENT ACCUI	
O8/O1/74 to date	9 Exact Series Title Comprehensive Employment Training Ac		es-CETA
0. What is the function	of the office in which this record of	louing is annual 20	

The function of the Unemployment Insurance Division is to implement the Georgia Employment Security law which requires that legal entities employing workers in Georgia report and pay taxes on the wages of such employees; and subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain requirements.

Administers payments of allowances and wages under Manpower Programs of the U.S. Dept. of Labor upon request.

The Special Programs Payment Unit receives initial enrollment forms and establish record for each individual trainee; receives and processes weekly request for payment of trainin allowances, Work Experience Wages; and payment of Incentive Allowance and Training Related Expension to participants enrolled in the Work Incentive Program. Establish and maintain controls to prevent duplicate and overpayments; periodic review of records to ascertain continued eligibility; maintenance of payment records and general correspondence files.

1. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to Administration of Allowance Payments to Trainees under the Comprehensive Employment Training Act of 1973.

Included are: Attached List.

The files are arranged numerically by the Trainee's Social Security Number

ATTACH SAMPLES OF THE FILE

12. вамеривит отстрова	, Bo. of Drawers	Cu. Pt of Pecords		Bo. of		Cu. Pt. o	
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	*		AVERAGE DATLY REFERENCES	1	Ö.	0	0

	PAGE 2
QUESTIONNAIRE Place an "a" in the proper column. If answer is "YES," please explain	YES NG
13. Is this the Record Copy of the series?	' [X] []
14. Is there a duplication of this series in another office or agency?	[][X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. 16. Does the series contain classified information requiring security handling?	[] [x]
17. Does the series initiate, amend or terminate agency policies and procedures?	[] [x]
18. Could the function be performed if the files were lost or destroyed?	[x] [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[] [X]
20. Does the record series provide data as input to an EDP file?	[] [X]
21. Does the record series contain documentation produced as EDP printout?	[] - [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? <u>Federal Register</u> (Vol. 40, No. 47, Part III), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII 23. Will there be a need for these records 10, 15 years from now? If yes, what?	[x] []
24. REQUIREMENTS. The following requires the files to be kept 4 years:	
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[ADMINISTRATIVE f.[]HIST LAW LIMITATION PERIOD LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)	1
Based upon standards of disposition for other departments. See item 22	
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[]SCAL YEAR -[]OTHER * See below	t the end ,then:
[] Hold in the current files areamonth(s)/year(s): [] Transfer to [State Records Center [] Local Holding Area; holdyear [] Destroy. [] Transfer to State Archives for permanent retention.	(s):
Destroy immediately after cut-off.	
[x] Other: (Specify) Cut off file at the end of each Fiscal year, hold in files area 1 year or until Federal or State Audit is completed, whichever is la transfere to State Records Center; hold 3 years; then destroy.	
(Indicate briefly rationale for recommendations above/or write additional rema	rks):
To eliminate necessity for filing equipment and floor space required to hold inactionate and above necessary active files frequently referred to.	· ·
Records Management Officer (Signature) Date 1-9-76 OTHER REQUIRED SIGNATURES	DATE
25. Recommendations Agency Head/Designee in paragraph 25 [V] Approved [] Disapproved () James	2-5-6
are: State Auditor/Designee [] Approved [] Disapproved William William	5-7-76
STATE RECORDS Secretary of State/Designee COMMITTEE [Approved [] Disapproved Caucal Way	2-14-76
Attorney General/Designee [Mapproved [] Disapproved /AMTHILLE	1-10-76

Form	ESA-405
14	CETA-26
	CETA-203
11	CETA-6
11	CETA-70
11	CETA-61
H	CETA-28
11	CETA-5
11	CETA-1 '
11	CETA-68
11	
11 .	CETA-62

and related correspondence

Wage Transcript Claim Record Card
Enrollment (Allowance)
Individual Certification For Vocational
Training
Client Status Change/Termination
Institutional Training Payment Ledger
Weekly Request for Allowance
Verification of Public Assistance
Personal Data Change
Participant Enrollment Form (R-10/75)
CETA Memorandum
Memorandum to GTES Local Office
Notice of Determination

STATE OF GEORGIA

Application for RECORDS DISPOSITION STANDARD

OPPICE OF BECRETARY OF STATE
DEPARTMENT OF ARCHIVES A HISTORY
RECORDS MANAGEMENT DIVISION

						RECORDS MANAGENT			
1. Application Date. February 3, 1976				etructions for con		FOR RECORDS MANAG	. 1		
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Special Progra	ams Paymo	ent Unit .	Rm 367 St	tate Office	Bldg.	C. R.	Ridge		•
Atlanta, Georg	g ia 3 0331	}			5	Supervisor	·	6 , 101	5-3074
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12.	RQUIPRERT OCCUPIED	, No. of Drawers	Cu. Ft. of Records		No. of	Dravers	Cu. Pt. o	r Records
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	A Company of the Comp			AVERAGE DAILY REFERENCES	1	0	0	0

Form AR-50-71

	PAGE	2
QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	, [X] ,	[]
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16. Does the series contain classified information requiring security handling?	[]	[X]
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(Indicate briefly rationale for recommendations above/or write additional remar	ks):	ļ
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over and above necessary active files frequently referred to.		
Records Management Officer (Signature) Date 2-9-76 OTHER REQUIRED SIGNATURES	DA	TE
in paragraph 25 [V] Approved [] Disapproved () (family)	2.5	-6
are: Febical Suite Auditor/Designee Doc 22 July Approved Disapproved	5-14	.76
STATE RECORDS Secretary Rof State/Designee COMMITTEE [] Approved [] Disapproved Caucall With	2-1	4-76
Attorney General/Designee		
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Form	ESA-405
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ш	CETA-68
11	4.
11	CETA-62
and	related correspondence

Wage Transcript Claim Record Card
Enrollment (Allowance)
Individual Certification For Vocational
Training
Client Status Change/Termination
Institutional Training Payment Ledger
Weekly Request for Allowance
Verification of Public Assistance
Personal Data Change
Participant Enrollment Form (R-10/75)
CETA Memorandum
Memorandum to GTES Local Office
Notice of Determination